

STATE ASSESSORS BOARD MEETING
Approved Minutes of January 25, 2007 Meeting
Wayne County Building, Assessors-Equalization Offices
Located at 600 Randolph, Detroit, Michigan

www.michigan.gov/treasury/

Local Government

State Assessors Board

Executive Secretary's E-Mail Address – peoplesj@michigan.gov

State Assessors Board Phone Number – (517) 373-8320

CALL TO ORDER: 1:00 p.m., January 25, 2007, in a Conference Room, Wayne County Building, Assessors-Equalization Offices, located at 600 Randolph, Detroit, Michigan

ROLL CALL:

Members Present:

Lisa A. Hobart, Chairperson
Henry O. Allen, Vice Chairperson
Maxine J. McClelland, Member
Frederick W. Morgan, Member
Raman A. Patel, Member
Joan E. Peoples, Executive Secretary

Others Present:

Richard Sharland
Richard Watza, CMAE 3, ACD Div.

APPROVAL OF MINUTES:

The minutes of the December 15, 2006 meeting were reviewed by each Board Member. Motion by Patel to approve, as amended the minutes of the December 15, 2006, State Assessors Board meeting. The motion was seconded by McClelland and unanimously approved.

PUBLIC COMMENT:

1) By Richard Sharland:

- a) Does the State Assessors Board (SAB) have by-laws?
- b) Has the SAB adopted Roberts Rules of Order?
- c) He made a FOIA request of the Treasury Department and it took 2 years to get an answer

FINANCIAL REPORT:

2005-2006 Fiscal Year End Financial Report data not yet available

EDUCATIONAL PROGRAMS:

1) Motion by McClelland to approve the following educational credit requests, the motion was seconded and unanimously approved.

- a. Oakland University-Course 106-6 hour program and Course 107-6 hour program and, Course 517-4 hour program
- b. Board of Review Training, offered in the Upper Peninsula-3 hour program
- c. Board of Review Training, offered at Hart Michigan-3 hour program
- d. National USPAP, Mott Community College-6 hour program
- e. MTT program, at Oakland County Assessors Association-6 hour program

2) Motion by Patel, seconded by Morgan, and unanimously approved to adopt the following procedures:

- Narrative appraisal graders will be sent a memo with a narrative to be graded that gives them 60 days to complete the first grading of the narrative appraisal. If the narrative appraisal is not returned to the office by the grader when the 60 days has expired the grader is contacted and asked about the status of the grading. The grader may be granted 30 additional days to complete the grading and to return the narrative appraisal to the office. If the narrative appraisal is not returned to the office within the additional 30 days the grader is asked to return the narrative to the office. The narrative appraisal will then be sent to a different grader to complete the grading. Graders are given 30 days to complete a 2nd, or corrected grading of a narrative appraisal.
- When a final narrative grading is completed the narrative appraisal is copied and delivered to each Board Member for review of the appraisal and the grading reports. When the narrative appraisal is sent to the Board Members for review, the subject property approval letter is also sent.
- Narrative appraisals submitted for grading are to include a second copy that is made at a copy machine, three-hole punched and placed in a 3-ring notebook binder. The reason for this request is so that the original narrative can be immediately sent to a grader and the copy can be used by staff for making copies to send to the SAB Members for review. Assessing Officers listed on the approved subject property list are to be notified of the requirement.
- Some assessing officers have no assessment administration experience and are taking educational courses for Level 3 assessor certification. The Executive Secretary or the Board will review the experience requirements to determine if the

EDUCATIONAL PROGRAMS Cont.:

individual has the required assessment administration experience before Level 3 Assessor Certification can be granted.

- SAB qualified instructors can acquire SAB status by taking SAB instructor training, or by being a lead instructor for IAAO, SAB, or MAA. A person that has only taught as an assistant to another instructor does not meet the qualification criteria of a SAB approved instructor.
- When a telephone call or other communication is received in the SAB Office asking for assessor renewal credit for any educational program, that communication must be forwarded to the SAB by way of the Executive Secretary

3) Motion by Patel to approve the Grading Committee's review and subsequent summary correspondence for the subject property request for 44 East Willow, Monroe, Michigan. The motion was seconded by Allen and unanimously approved.

4) Motion by Allen to respond to correspondence from Martin Marshall telling him that the SAB cannot provide USPAP text books for a USPAP class that was not registered on or before September 22, 2006 because the SAB has scheduled and financed their programs based upon the number of other programs that were scheduled on or before September 22, 2006. The 6-hour program referred to that was held in Calhoun County in August 2006 was not named and therefore can not be reviewed for approval. The motion was seconded by Morgan and unanimously approved

5) Motion by Morgan to approve the Grading Committee's review and subsequent correspondence for the subject property request for 47847 Anna Street, Wixom, MI. The motion was seconded by McClelland and unanimously approved.

6) Motion by Patel, seconded by Morgan to correspond with LXR Computer Training and inform them that we want to delay staff training in the use of the testing system. The training will be scheduled for the month of July 2007. The motion was unanimously approved.

OLD BUSINESS:

1) Correspondence from Thomas Florida was reviewed and filed. The correspondence referred to certification.

2) The 2007 tentative SAB meeting schedule was reviewed.

NEW BUSINESS:

1) Discussion took place regarding Michigan Administrative Code R 211.405 and the hiring of staff in the SAB Office. The Executive Secretary will draft a Letter to Gregory Pitoniak, Deputy State Treasurer containing the data listed by the Board. The letter will be forwarded to, reviewed and amended by the Board Members. The letter will be signed by the Chairperson and forwarded to Mr. Pitoniak. Motion by Patel, seconded by Morgan with roll call vote: Hobart-yes, Allen-yes, McClelland-yes, Morgan-yes, Patel-yes. The motion was unanimously approved.

1a) A joint meeting with the State Tax Commission is to be scheduled.

2) Frenchtown Township made a request to have a level 4 certified assessing officer assess their power plant and to have the balance of the assessment roll prepared by a Level 3 certified assessing officer. Motion by Allen to deny the request because the remainder of the assessment roll SEV after deduction of the power plant SEV requires level 4 certification. The motion was seconded by Patel and unanimously approved.

3) The Chuck Zemla Correspondence and his contract with Bath Township were reviewed. The assessor is to be notified that the change of one word in the contract from "the assessor" to "an assessor" is not satisfactory to prove that this assessor is not performing as the assessor which would cause the named assessing officer to have SEV in excess of his Level 2 certification in assessment administration. Motion by Allen to inform Mr. Zemla that the SAB is not satisfied by the one word change to the contract. The motion was seconded by McClelland and unanimously approved.

4) Motion by Morgan to approve a request for a 12 month extension for Montmorency County to acquire a level 3 County Equalization Director. During the 12 month extension the County may have a level 2 certified assessing officer serve as County Equalization Director. The 12 month extension will expire on December 31, 2007 which is 12 months after the expiration of a level 3 certified assessing officer service contract with Montmorency County that served as their County Equalization Director. The motion was seconded by Allen and unanimously approved.

CERTIFICATIONS:

Motion by Allen to approve the amended certification list. The motion was seconded by Patel and unanimously approved.

**CERTIFICATION LIST AMENDMENTS
JANUARY 10, 2007**

LEVEL 1

Bacinski, Mary Jane
Blough, Regina R.
Brooks, Pamela A.
Cook, Kathleen

Goven, Denise
Hayes, Stacey
Hough, Kimberly K.
Markes, Michael

Rollison, Christina S.
VandenBerg, Laurie
Wichterman, Susan

LEVEL 2

Cairns, Tim P.
Karrio, Lisa R.
Gale

Muha, Susanne M.
Patton, Frances O.

Priest, Daniel J.
Wanstead,

LEVEL 3

Leon, Rochelle

CERTIFICATION TOTALS AS OF 1/10/07

LEVEL 1	668
LEVEL 2	998
LEVEL 3	889
LEVEL 4	150
TOTAL	2,705

CLOSED MEETING:

Motion by Morgan to go into Closed Meeting, the motion was seconded by Patel with roll call vote: Hobart-yes, Allen-yes, McClelland-yes, Morgan-yes, Patel-yes. The motion was unanimously approved.

According to Freedom of Information Act, Section 15.243 (1) (b) (ii) and Closed Sessions; permissible purposes 15.268 Sec. 8 (h)

In closed session the following was discussed:

- 1) Minutes of closed meeting held on December 15, 2006

1a) Appointment of a new anonymous Narrative Appraisal Grader

- 2) Revocation Petitions 06-0007, 06-0019, 06-0021
- 3) Revocation Petition 06-0017
- 4) Revocation Petition 06-0018
- 5) Revocation Petition 06-0027
- 6) Revocation Petition 06-0028
- 7) Revocation Petitions 06-0030, 06-0031, 06-0032, 06-0034, 06-0035
- 8) Revocation Petition 07-0001
- 9) Revocation Petition 07-0002
- 10) Narrative appraisal grading status report
- 11) Correspondence from Narrative Appraisal Candidate #200
- 12) Revocation Petition 06-0033

Motion by Morgan to return to Open Meeting, the motion was seconded by Patel with roll call vote: Hobart-yes, Allen-yes, McClelland-yes, Morgan-yes, Patel-yes. The motion was unanimously approved.

OPEN MEETING

- 1) Motion by Allen, seconded by Morgan to approve the minutes of the closed meeting of December 15, 2006. The motion was unanimously approved.
 - 1a) Motion by Patel to appoint a new anonymous narrative appraisal grader. The person is level 4 certified, holds the CAE designation and the SRA Designation. The motion was seconded by Morgan and unanimously approved.
- 2) Motion by McClelland to dismiss revocation petitions 06-0007, 06-0019, 06-0021. The reason for dismissal is a) Any violation of law or rule that may have existed has been corrected and no violation of rule or law was found remaining and Petitioner filed an assessment appeal with this Board because the appeal was filed too late to be heard by the Michigan Tax Tribunal. The State Assessors Board does not have jurisdiction over appeals that could be filed with the Michigan Tax Tribunal.

- 3) Revocation Petition number 06-0017 was reviewed. Motion by Morgan, seconded by Patel and unanimously approved to schedule an informal revocation hearing for the Assessor named in the petition.
- 4) Revocation Petition number 06-0018 was reviewed. Motion by Patel, seconded by Allen to dismiss the revocation because the Assessor has petitioned the State Tax Commission to correct the error. The motion was unanimously approved.
- 5) Revocation Petition number 06-0027 was reviewed. Motion by McClelland, seconded by Allen to table the revocation for additional information about the Poverty Exemption. The motion was unanimously approved.
- 6) Revocation Petition 06-0028 was reviewed. Motion by McClelland to request a field investigation. The motion was seconded by Patel and unanimously approved.
- 7) Revocation Petition numbers 06-0030, 06-0031, 06-0032, 06-0034 and 06-0035 were reviewed. Motion by Morgan to acquire and review a copy of the State Tax Commission 14 Point Review Report. The motion was seconded by Patel and unanimously approved.
- 8) Revocation Petition 07-0001 was reviewed. Motion by Morgan to ask the assessor to answer the allegations in writing. The motion was seconded by McClelland and unanimously approved.
- 9) Revocation Petition 07-0002 was reviewed. Motion by Morgan to have the assessor named in the petition answer the allegations in writing. The motion was seconded by Allen and unanimously approved.
- 10) Narrative grading status report was reviewed in closed meeting.
- 11) Correspondence from Narrative Appraisal Candidate #200 was reviewed. An extension is granted to the assessing officer and to the county to allow time for the grading, if needed a corrected grading and if the narrative receives a passing score, the oral level 4 examination.
- 12) Revocation Petition 06-0033 was reviewed. Motion by Morgan to schedule an informal revocation hearing. The motion was seconded by Patel and unanimously approved.

ANNOUNCEMENTS:

The next meeting is scheduled for February 23, 2007, in Lansing.

Henry Allen has requested an excused absence from the February 23 meeting.

ADJOURNMENT:

Motion by Patel, seconded by Morgan to adjourn the meeting at 4:00 p.m.

Respectfully Submitted,

Lisa A. Hobart, Chairperson

Joan E. Peoples, Executive Secretary